

**Joint Meeting  
Hopkinton Board of Selectmen  
Hopkinton Budget Committee  
Town Hall  
Draft Minutes  
June 15, 2009**

**Board of Selectmen [BOS]**

Present: Tom Congoran – Chair, George Langwasser, Scott Flood  
Absent: Chris Lawless, Jim O'Brien

**Budget Committee [BC]**

Present: Patrice Gerseny – Chair, Marion Paxton, Danny Coen, David Lancaster, Karen Irwin, George Langwasser – Selectman, Ton O'Donnell – HVP, Bob Carpenter – CVP  
Absent: Cameron Ford, David Luneau – School Board

The joint meeting began at 6:28pm. It was chaired by Tom Congoran, BOS Chair, and Patrice Gerseny, BC Chair.

Tom Congoran, BOS Chair, began by explaining the reason for this meeting. He stated briefly the mistakes made at the end of the last fiscal year. He further stated the Board of Selectmen and the Budget Committee have to work together and this meeting is to formulate a plan.

Patti Gerseny, BC Chair, stated the Budget Committee would like both boards to communicate effectively and efficiently with each other.

Tom Congoran, BOS Chair, reviewed the packet handed out. The packet contained the reason for the joint meeting, the agenda, the public posting of the meeting, the laws governing each body as well as the Local Government Center [LGC] interpretation of those laws and a letter from the LGC to Karen Irwin.

Karen Irwin, BC, summed up the letter she had written to the LGC asking if the Budget Committee could require Dept. Heads to attend Budget Committee meetings. The answer from the LGC stated the Budget Committee has no authority to require attendance to present information.

Tom Congoran, BOS Chair, stated he would like to see the Town Budget go to the Budget Committee by 12/1.

George Langwasser, BOS, offered 11/15. He identified that it takes about 4 Board of Selectmen meetings to review department budgets. Because of the Board of Selectmen meeting time involved he suggested possibly the Board of Selectmen could schedule a Saturday for department budget presentations. This would allow the Board of Selectmen more time to formulate the Town Budget.

Karen Irwin, BC, feels 10/1 would be better in order to follow the process decided on tonight.

In discussing the process of getting budget information the Budget Committee wants/needs without the Dept. Heads present, George Langwasser, BOS, doesn't feel that every question asked by the Budget Committee has to be in writing. He stated that Leon Keniston - Town Administrator, Bob Blanchette – Finance Director as well as himself could take the Budget Committee questions to the Dept. Heads and get the answers. Marion Paxton, BC, commented on the method of budget presentation by the Schools. The budget is presented by the Superintendant and the Business Administrator. The Principals, Technology and Special

Education heads are present if further details are needed. She would prefer the department head, if asked would voluntarily attend a Budget Committee meeting.

George Langwasser, BOS, stated that some department heads flatly refuse to attend the Budget Committee meeting because of past treatment.

Karen Irwin, BC, feels that the Budget Committee needs to know in advance who would be attending.

Scott Flood, BOS, asked if there is a meeting critical to the Budget Committee process to have the departments present as support. He suggested the Budget Committee split the review of the Town Budget to 2 meetings.

Karen Irwin, BC, reviewed the process required by law from budget presentations through the Public Hearing.

The Boards discussed the timing of the Budget Committee meetings. Kim Fuller, School Board, stated they Budget Committee shouldn't look for the School Budget before January 1<sup>st</sup>. It was discussed the Budget Committee could review the Town Budget before the end of the year and then review the School Budget after the 1<sup>st</sup> of the year.

The next discussion concerned which Board is responsible for preparing the towns' MS 7. Tom Congoran, BOS Chair, asked the Dept. of Revenue for clarification – The Budget Committee is responsible for MS 7s. The Board of Selectmen members present agreed to give the Budget Committee the information necessary to prepare the 1<sup>st</sup> draft. Then the Budget Committee could take the draft to Bob Blanchette, Finance Director and Leon Keniston, Town Administrator to be refined. Then the Budget Committee would produce the final MS 7. The present Board of Selectmen members believe Bob will work with the Budget Committee.

Tom Congoran, BOS Chair, will draw up an outline of this meeting and forward it to Budget Committee members. Together they will draft a Town Policy.

The meeting was adjourned at 7:47pm.

Respectfully Submitted,

Beth Clark  
Secretary, Budget Committee